

Emergency Purchasing Support and Best Practices Recommendations and Resources for Local Units of Government

Indiana Department of Administration
Commissioner Carrie Henderson

In the event of a disaster or emergency situation, the Indiana Department of Administration (IDOA) provides procurement assistance to the Indiana Department of Homeland Security and procurement advisory support and assistance to those local governmental entities in need of emergency supplies and services.

Emergency Procurement Best Practices

FEMA will be auditing **ALL** purchases. Implementing the following best practices will help ensure reimbursement for purchases should reimbursement be available. Follow these steps when considering a purchase:

1. State Resources

- a. Check current State Quantity Purchase Agreements (QPAs).
 - i. No procurement process necessary. Indiana Code 5-22 allows local governmental entities to purchase goods and services through state contracts which have already been properly procured.
 - ii. A listing of emergency related contracts is attached. You may also go to the following website for a full listing of all State QPAs:
<http://www.in.gov/idoa/2804.htm>.
 - iii. Use the directions below on how to properly process a purchase off a QPA and document the process.
- b. Check the Public Works Division for designers, architects and engineers.
 - i. The Indiana Department of Administration's Public Works Division maintains lists of contractors, designers, architects and engineers that have been pre-qualified by the Public Works Certification Board to perform work on State projects based on their expertise and experience.
 - ii. These lists are available at www.in.gov/idoa/2823.htm. To see the contractors and sub-contractors list, select "Contractors and Sub-contractors." The designer and planner listing is available via the "Designers and Planners" link. Once opened, the lists can be searched using the "Find" tool. If there are any questions regarding the information available at this site, or other information regarding the pre-qualified lists, please contact Tracy Cross at (317) 232-3255.
 - iii. Sign a contract with a bonded and insured company for long term projects such as debris removal, demolition, and construction.

2. If an item or service is not on a QPA, follow standard procurement procedures.
 - a. Continue to follow your standard procurement rules and procedures to help ensure you receive a fair and reasonable price.
 - b. Those procurement procedures can be expedited through quotes over the phone, via email, etc. Simply ensure that an attempt is made to get a fair and reasonable price.
 - c. FEMA will audit by checking documentation of attempts and market rates.
3. If time is of the essence and bids cannot be solicited, then document the justification as to why bids were not solicited. FEMA will be auditing by checking the justification and market rate of the purchase.

Rules of Thumb

- Purchase supplies and services as though you were using your own money. Document, Document, Document. This will make the reimbursement process much easier in the long run. The attached Request for Quote Documentation form may assist in documentation gathering.
- Leasing equipment in an emergency is preferable to purchasing equipment, as you might not need the equipment once the emergency situation has been addressed.
- Get donations in writing. In rare instances, companies that have offered to donate supplies or services to a local government will later invoice the local government.

Using State Quantity Purchase Agreements

As stated previously, local units of government may solicit quotes via the phone or email, and/or may use State of Indiana contracts to procure goods and services in an emergency. A list of approved state contracts is attached. The list can help you determine what items and services are available through the State.

If you decide to make purchases using these contracts, IDOA suggests using the following language when speaking with state-contracted vendors:

My name is _____ and I'm calling as part of the [county/city/town], Indiana emergency response team. I have been asked to provide assistance in locating products needed during this emergency. You currently hold a contract with the State of Indiana and have committed to respond in an emergency situation. We are in need of the following items listed in your contract: [Item list]

Due to the emergency nature of this request, we need delivery by [timeframe in which you need delivery].

Soliciting Three Quotes

If you seek to make purchases outside of the State's contract, IDOA suggests using the following language:

My name is _____ and I'm calling as part of the [county/city/town], Indiana emergency response team. I have been asked to provide assistance in locating products needed during this emergency. We are in need of the following items: [item list]. I need a price for each item.

Also, due to the emergency nature of this request, we need delivery by [timeframe in which you need delivery].

Once you have pricing from three suppliers, move forward with the order in a manner consistent with your local government's normal purchasing practices (issue a purchase order, etc.).

Questions

If you have any questions or concerns regarding the purchase of goods and services during an emergency situation, please do not hesitate to contact the Department of Administration for further advisory information. We will be happy to assist you in any way we can.

Procurement

Role	Name	Office	Cell
Procurement	Rob Wynkoop	317-234-3185	317-435-9774
Procurement	Teresa Deaton-Reese	317-233-3818	317-605-3941 317-292-7467
Procurement	Myra Wilson	317-233-0394	317-605-3936
Public Works	Brian Renner	317-232-6795	317-439-3602
Public Works	Tom Coulter	317-232-3001	

Local Government: Purchasing Documentation

Purchaser

Name: _____

Office/Organization: _____

E-mail: _____

Phone: _____

Entity in Need

Organization: _____

Delivery Address: _____

QPA Number:

(If purchasing from a Quantity Purchasing Agreement)

Items Needed. (Be sure to include product specifications. For example, if tables are needed, include the size, shape, folding, etc.).

Quantity Needed: _____

Lease or Outright Purchase: _____

If lease, term of lease (if known): _____

Quote 1

Company: _____

Price: _____

Quote 3

Company: _____

Price: _____

Quote 2

Company: _____

Price: _____

Justification. (Use this area to document the purchasing decision -- especially important if completing a sole-source procurement.)

Local Government: Donation Verification Form

Recipient

Name:

Office/Organization:

E-mail:

Phone:

Donating Organization

Organization Name:

Address:

Contact Name:

Donation Date:

Items or Services Donated: